



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

November 17, 2014

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name.

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS' REQUEST FOR SALARY PLACEMENT FOR MS. CELIA ZAVALA UPON APPOINTMENT TO THE POSITION OF ASSISTANT EXECUTIVE OFFICER, BOARD OF SUPERVISORS (UNCLASSIFIED)

The Executive Office of the Board of Supervisors (BOS), with the support of the Chief Executive Officer (CEO), requests approval to appoint Ms. Celia Zavala to the position of Assistant Executive Officer, BOS (UC), Item No. 1114, at an annual base salary of \$171,227. The base salary placement for Ms. Zavala onto Management Appraisal and Performance Plan (MAPP) Tier I Salary Range R16 (the Board-approved range for this position) will place Ms. Zavala below the control point of the range. This salary is recommended based on Ms. Zavala's extensive executive management and administrative experience and the role and responsibilities she will perform as Assistant Executive Officer for the Executive Office of the Board.

As Assistant Executive Officer, Ms. Zavala will report directly to the Executive Officer, and will be responsible for overseeing a departmental branch that includes: Administrative Services, the Public Information Office, and the Compliance Office. More specifically, Ms. Zavala will be responsible for formulating, implementing, and enforcing administrative policies for the department; directing the development, planning, and implementation of departmental strategic goals and objectives; overseeing the coordination of information for public records requests; working with a variety of elected officials, departments, advisory groups, commissions, and private citizens; directing the development and administration of contractual agreements for services to the Board

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Offices and client County departments; and acting as the Executive Officer in his/her absence.

Ms. Zavala is a seasoned administrative professional with 24 years of progressively responsible experience working for the County of Los Angeles. For the past five years, Ms. Zavala has functioned as Administrative Deputy for the Executive Office with responsibility for directing various management functions including budget and finance, facilities management, human resources, the Assessment Appeals Board, and the Los Angeles Coliseum Commission. Prior to her current assignment, Ms. Zavala was the Executive Office's budget manager with responsibility for directing the preparation, administration, and control of an approximately \$119 million budget for the BOS, the Executive Office, and various County Commissions.

Ms. Zavala earned a Bachelor of Science degree in Business Administration with a concentration in Accounting from California State University, Dominguez Hills.

In accordance with current practices on managerial appointments, unless otherwise instructed by the Board by December 3, 2014, the CEO will advise the Executive Office of the BOS to proceed with Ms. Zavala's appointment to Assistant Executive Officer, BOS (UC), at an annual base salary of \$171,227 effective no sooner than December 4, 2014. This approved base salary shall not be increased if retroactive MAPP Tier I merit adjustments are approved for the prior fiscal year.

If you have any questions regarding this matter, please contact Maryanne Keehn at (213) 974-0470.

WTF:BC:JA:MTK
NV:SO:AP:mst

c: Executive Office, Board of Supervisors
County Counsel